



Department of Public Services

148 Park Street

Beverly, Massachusetts 01915

Telephone: (978) 921-6053 · Fax: (978) 921-8534

*Michael P. Collins, P.E.
Director of Public Services*

*Richard M. MacNeill
Project Coordinator*

MAY 17, 2010

TO BE POSTED ON ALL BULLETIN BOARDS

NOTICE IS HEREBY GIVEN THAT THE PUBLIC SERVICES DEPARTMENT PROPOSES TO FILL THE FOLLOWING POSITION IN THE HIGHWAY MAINTENANCE DIVISION:

ONE (1) CUSTODIAN
\$18.0539 - \$20.1560 PER HOUR

THE LAST DATE FOR APPLYING FOR THE ABOVE VACANCY IS MAY 28, 2010.
POSITION(S) TO BE FILLED PENDING BUDGET APPROVAL.

SIGNED:

MICHAEL P. COLLINS, P.E.
DIRECTOR OF PUBLIC SERVICES

POSTED: HIGHWAY DIVISION
~~FORESTRY & GROUNDS DIVISION~~
MOTOR POOL DIVISION
WATER & SEWER DIVISION
CITY HALL

**City of Beverly
MASSACHUSETTS**

JOB DESCRIPTION

Title: Custodian

Supervisor: Highway and Building Maintenance Foreman

Grade: 11

Hours of Employment: 3:30 p.m. – 11:30 p.m.; 11:30 p.m. – 7:30 p.m.; 7:30 a.m. – 3:30 p.m.; Sunday - Saturday

Civil Service: No

Union: AFSCME 111

Summary:

Performs variety of custodial tasks in Public Buildings. Responds to and investigates emergencies and reports to appropriate division foreman.

Supervision:

Works under the supervision of a division foreman who reviews work for adherence to standards. Supervises Junior Building Custodians.

Essential Duties and Responsibilities:

Include the following; other duties may be assigned.

- Maintains the Public Services facilities. Ensures that buildings and grounds are clean and safe.
- Performs minor maintenance and repair tasks.
- Oversees boilers, pumps, generators, HVAC systems. Ensures that vendors provide proper and timely maintenance.
- Cleans, sweeps, vacuums, washes, changes light bulbs, and empties trash.
- Picks up litter, mows lawns, trims hedges, performs minor landscaping tasks.
- Removes snow.
- Delivers mail to City Hall and Post Office.
- Picks up daily newspapers.
- Cleans vehicles
- Unloads delivered goods.
- Acts as emergency watchman responding to citizen calls and assists Police and Fire with certain tasks.
- Establishes and maintains effective working relationships with other staff members.
- Communicates effectively with the public.

**City of Beverly
MASSACHUSETTS**

Qualifications:

- High school diploma.
- Possession of a valid Driver's License.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit. The employee frequently is required to stand, walk, talk and hear. The employee is occasionally required to use hands to finger, handle, or feel objects, tools, or controls and reach with hands and arms, climb or balance or stoop.

The employee must lift and/or move up to 25 pounds. Specific vision abilities required by this job include the ability to adjust focus.

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment varies from quiet to moderate.